**INDUCTION GUIDE FOR IT STUDENTS**

I would like to welcome you all to this exciting new adventure of e-Learning. We will be doing the Unit ICPMM263B: Access and the Use of the Internet through Virtual Classroom environment and part of it will be done through Face to Face session using our ALC Computer Lab and students will be issued with manuals which can be worked through at students own pace. Before we start I would like to take you through on our Induction Guide. I’m sure this sounds daunting and confusing to most of you but it is not as hard as you think.

**What is Virtual Classroom?**

A virtual classroom is a tool for delivering classroom-like sessions, live over the Internet. It can be

used for delivering:

- An audio/video window for the moderator

- A presentation slide window

- A window for typing questions about the session

- A tool for launching websites on the participants' workstations

- A survey tool providing immediate statistics to the moderator

- A real-time chat window

- An application tool providing access to faculty and participants' desktops.

**On this page:**

**Induction Guide Using IT**

**What do I need to get access?**

Access to computer resources requires:

* Students YNHServices Account Username
* A YNHServices password

**How do I get a Login Account?**

An YNH Account is created approximately 24hrs after your enrolment is approved. Once registered, you will have access to a range of information technology resources on the YNH Student Drive.

**What is an YNHS Account login and how do I use it?**

To login, follow the 3 steps below:

1. Press Crt+Alt+Del to login to the network
2. USERNAME: “student” followed by your student no. Do not type any letter at the end.
3. PASSWORD: Your initial password is the letter “p” followed by your date of birth backwards. For example if your date of birth is 8 February 1963, your password is p19630208.

You are now logged into YNHServices, which enables you to access online course materials, printing resources, a network storage drive, Internet, email and other resources required for this unit.

**Where can I get help?**

For help please contact Information Technology Services (ITS) and ask for Sisi Howard

Phone: (03) 57433000 between 9 – 5pm and email [showie63@gmail.com](mailto:showie63@gmail.com) anytime.

**Where and when can I use a computer?**

If you are not accessible to a computer, you are most welcome to use our ALC Computer Lab.

Opening hours:

Monday - Friday: 9am – 4pm

Saturday and Sunday: 9am – 3pm

Note: We don’t open on Public Holidays

**How can I print?**

You can access printing through our Lab Computer. As computers are networked, you need to specify the printer in your area. Your printer name is “Cookie Monster” on a Brother printer.

**Can I use my own computer and what sort of software and hardware is needed?**

It is highly recommended to own a PC or a Laptop with access to the internet as most of our work will be done through Virtual Classroom. You will need a set of headphones, Removable disk (flash stick), and Operating system with a components of WINDOW XP, WINDOW 7 OR VISTA.

**Do I need Virus Software to protect my PC?**

Since we will be studying from home, you can be vulnerable to a virus attack and this could easily wipe out all your valuable work, so it helps to get virus software installed before commencing on our course. There a plenty of free (or inexpensive) virus protection packages available. Here are few websites that you can download free virus protection:

<http://free.avg.com/au-en/homepage>

<http://www.freevirusprotection.org/>

<http://www.thefreesite.com/Free_Software/Anti_virus_freeware/>

### Can I get access to the Internet?

You will have access to the internet during your studies through the lab computers. Please note that YNHServices policy states that you cannot use the Internet for the purpose of creating, accessing or transmitting information that can reasonably be regarded as objectionable or offensive, or content that is illegal.

Users are advised to take precautions not to propagate viruses contracted from the Internet.

**What is online @YNHServices?**

Online @ YNHServices is a networked system using the Internet and web technologies to provide teachers and students with access to workspaces and learning resources via a web browser called the Wiki spaces. During enrolment and/or orientation, your lecturer/teacher will advise you whether the course involves access to this system.

**The course will consist of 4 main components**.

1. Face to face workshops  
   There will be a number of face to face workshops which will include simulated training activities which will be part of the assessment.
2. Self paced learning from Manuals  
   Students will be issued with Manuals which can be worked through at students own pace.
3. Participation in Virtual Classrooms  
   Students will come together regularly in our Virtual Classroom in Elluminate.
4. Contributions to a Wiki  
   “YNH Services Student Space” has been created to assist students in their learning.

Our WIKI

A Wiki is a collaborative website where everyone can add content. We have the permissions set so that only members can add content.

So you will need to register to become a member. The address is

<http://ynhservicesstudentspace.wikispaces.com/>

When you go to this address the home page gives instructions about how to register and to create your own page.

So the two main goals of the Wiki are:

1. A space where students can network with other students and tutors through the discussion section.
2. A space where students can keep an online journal of their learning experience.

We have set up a discussion where you can tell us a bit about why you have decided to do the course.

If you have questions or a topic you would like to discuss with your fellow students and Tutors you can start a discussion of your own.

Also on the wiki is the link to a “Participant Orientation” in Elluminate the Virtual Classroom that we will be using. It only goes for five minutes and is a good way to start to make sure that your computer has all the required software to run Elluminate. You will find this link on “Sisihoward Technobiz page”

The link to our Virtual Classroom in Elluminate is:

<https://sas.elluminate.com/m.jnlp?sid=voffice&password=M.E1FE0B011C3315D3E7C755756CAFFD>

**Induction Guide Using Virtual Classroom**

**What are rules for communicating online?**

Simple guideline to remember is following NETIQUETTE to establish rules when using online communication.

**N** clarity in message

**E** remember the human

**T** Be ethical

**I** lurk before leap

**Q** respect others

**U** be clear make sense

**E** share expert knowledge

**T** no flaming

**T** be forgiving, good manners

**E** respect, be brief stay on topic, and no shouting.

**How do I manage my study time?**

**Make sure that you allocate and organise a set time where you can allow yourself few hours on your own to study. Advice family members that you need uninterrupted time to get your work done. Turn your mobile into silence mode if the need be. Don’t get overwhelmed by everything that needs to be done. Tackle one task one at a time and before you know it, you will have achieved a lot.**

**Can I keep a record of my work progress?**

**In any learning environment whether it is traditional learning or virtual it is important to keep a record and checklist of your progress.**

**Do I need to keep a back-up copy for my work?**

**Get a flash drive to back up your work in case of computer problem or viruses**

This will saves time and anguish if work is ever lost through negligence, computer problems or viruses.

<http://ynhservicesstudentsspace.wikispaces.com/Sisihoward+Technobiz>